

For complete information visit these web sites:

Berkeley Lab's LETS: www-iss.lbl.gov/lets/letshome.htm

ESD Business Practices: Time Reporting (Time Cards): www-esd.lbl.gov/workplace_resources/business_practices/time.html

About LETSLite

LETSLite (<https://lets.lbl.gov>) is Berkeley Lab's web-based time reporting system for Lab employees. LETSLite allows employees to enter their own time, on a virtual "timecard" for each reporting period (weekly or monthly), and allows supervisors to review, make changes, and approve time electronically. LETSLite provides information such as leave balances, active projects and pay policies.

Recommended browsers to use are Internet Explorer (IE) and Mozilla.

LETSLite can be accessed from outside LBNL.

Roles & Responsibilities

Employee

- **Enter** time worked using the appropriate project ID(s) for the current reporting period.
- **Report** vacation, sick or other leave appropriately.
- Once you have entered your time, review and "**Release**" your time. (This constitutes your legal signature)
- Please note that releasing your time as early as possible allows your supervisor sufficient time to review and approve it before the deadline.

TIPS

- If you are unable to access a computer to enter your time, or if you need to enter late time, or correct time or project ID allocations, contact the ESD Timekeeper, Valarie Espinoza-Ross, x5234 to assist you.
- Your supervisor can also help enter or correct time.
- LETSLite will email a PDF report required for signature if someone other than yourself, modifies your time card.
- Notify your supervisor after you've released your time!
- If a Project ID appears red on the screen, ensure that there are no spaces or dashes, ensure that you typed in 6-digits, check with your supervisor, or the Resource Analyst, Grace Miller, x6726 to ensure that the project is open and/or valid.

Approver (Supervisor)

- As an approver you will be able to:
 - Approve current time for your employees
 - Modify or add current time for your employees
 - Approve late and corrected time for your employees
- **Review** your employee's time and ensure that the correct Project ID is charged accordingly.
- **Ensure** that the project charged has funding.
- **Approve** time for each employee before the deadline.

TIPS

- If you cannot approve your employee's time, contact your back up approver to approve in your absence.
- If you do not approve your employee's time electronically, LETS will generate an automatic email with a PDF of the timesheet. Print, review, make corrections if necessary and sign the timesheet. Send it to the timekeeper as soon as possible.

Accounting for and entering your time is a basic responsibility of every employee. Reviewing and approving your employee's time is a basic responsibility of every supervisor. The monthly time reporting deadline is three business days prior to the end of the month, and for bi-weekly paid employees it is close of business, every Friday.

From the Lab's RPM 3.02(a) - General

The goal of the Pay and Time Reporting System is accurate and timely reporting of time worked (by job or project) and time off (by category of leave). This is essential for (1) monitoring actual performance against budgetary goals, (2) ensuring that labor costs are properly reported by DOE Budget and Reporting classification, and (3) guaranteeing that employees are paid correctly and that their leave accumulations are accurate. Each employee is responsible for his or her own personal reporting, and each division or department is responsible for reviewing the employee's compliance.

Contact the ESD Timekeeper, Valarie Espinoza-Ross @ x5234, MS 90R1116

For a complete description of these and all other policies, please refer to the LBNL RPM at:

<http://www.lbl.gov/Workplace/RPM/>, or contact Maryann Villavert, ESD Business Manager @ x7357, mvillavert@lbl.gov